



BURIEN CITY COUNCIL  
**TEAM-BUILDING RETREAT**

**Saturday, 17 May 2014 8:30 a.m. – 3:30 p.m.**

**Burien Community Center, Shorewood Room 14700 6<sup>th</sup> Ave. SW**

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# AGENDA

## THE CONTEXT AND GOALS FOR THE MEETING:

To prepare for this meeting, facilitator Jim Reid interviewed each Councilmember and the City Manager. From the interviews, there emerged three common interests across the group:

1. Make decisions that accurately reflect the interests, needs, and concerns of Burien
2. Become a high performing City Council
3. Get to know each other better as people and public servants.

In addition to these interests, a common theme of the interviews was the need to emphasize success for the Council as a whole more than the success of individual members. As a group, this is a relatively new City Council and members are still getting to know one another's styles of learning, decision-making, and leadership. Based on the Council's mutual interests as expressed in the interviews, the proposed goals for this retreat are to:

1. Define success - What characteristics and practices do a high performing Council exhibit?
2. Identify and agree on specific steps or practices we will undertake to achieve that standard.

Some Council members also expressed interest in spending time at the retreat on goals and priorities. The facilitator has added Part IX to the proposed retreat agenda to begin that process. Follow up steps likely will include scheduling a budget and work program retreat and/or study session to complete that process in more detail, probably in mid-summer.

This draft retreat agenda will be discussed at the May 5, 2014 City Council meeting. Based on Council direction, refinements or changes can be made prior to the May 17<sup>th</sup> retreat date.

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**NOTE:** Refreshments will be served beginning at 8:00. Please come early to enjoy them and be prepared to convene the meeting promptly at 8:30. Thank you!

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|-------------|--------------|--|------------------------------|
| <b>I.</b>   | <b>8:30</b>  | <b>Welcome! Review Today's Purpose</b>   | <b>Mayor Krakowiak</b>       |
| <b>II.</b>  | <b>8:35</b>  | <b>Review Agenda and Ground Rules</b>  | <b>Jim Reid, Facilitator</b> |
| <b>III.</b> | <b>8:40</b>  | <b>Warm-up Exercise</b>  | <b>Everyone</b>              |
| <b>IV.</b>  | <b>9:00</b>  | <b>An Assessment of Our Culture</b><br><br>At the January 11 <sup>th</sup> retreat, we agreed on a set of core values. They are: honesty, acceptance, respect, willingness to give and receive feedback, trust, integrity, forgiveness, listening to each other, collaboration, celebration, inclusiveness, openness. <ul style="list-style-type: none"> <li>▪ <i>How are we doing bringing these values to life? What are examples of how we have demonstrated and applied them?</i></li> <li>▪ <i>Is anything getting in the way of our ability to "live" these values?</i></li> <li>▪ <i>Have we discovered anything that is surprising about being an elected official, including roles and responsibilities and others' expectations?</i></li> <li>▪ <i>Are there any other general observations about what it's been like to build our team in the first five months?</i></li> </ul> | <b>Everyone</b>              |
| <b>V.</b>   | <b>10:00</b> | <b>Define What Success Looks Like</b><br><br>It is May 17 <sup>th</sup> , 2015. We've been working together as a Council for nearly seventeen months, and working with Kamuron Gurol, our City Manager, for thirteen. Burien's citizens, the staff, and our stakeholders and partners are saying that this Council is a success and one of the best in the City's history. Why is that? <ul style="list-style-type: none"> <li>▪ <i>What qualities and characteristics, what interactions and events, are defining this Council of May 2015 as successful?</i></li> <li>▪ <i>What does this indicate about what we need from each other, and what we need from Kamuron and he needs from us?</i></li> </ul>  | <b>Everyone</b>              |
|             | <b>11:05</b> | <b>Break</b>   |                              |
| <b>VI.</b>  | <b>11:15</b> | <b>An Exercise to "Put Into Play" Our Emerging Culture</b><br><br>During this session we will engage in an exercise that will help put into play or reinforce the qualities and interactions that we said will define us as a successful Council. Afterward, we'll debrief the exercise to identify the key lessons we learned. <ul style="list-style-type: none"> <li>▪ <i>In light of this exercise, should we add anything to our definition of success?</i></li> </ul>   | <b>Everyone</b>              |

	<b>12:30</b>	<b>Lunch</b>	
<b>VII.</b>	<b>1:15</b>	<b>Forming a Team with the City Manager and Staff</b>	<b>Everyone</b>
		<ul style="list-style-type: none"> <li>▪ <i>As a team, what are our interests in working with staff?</i></li> <li>▪ <i>Are we receiving what we need to undertake our duties?</i></li> <li>▪ <i>As a relatively new Council, are we being sufficiently clear about what we as a group need and expect?</i></li> </ul>	
<b>VIII.</b>	<b>1:45</b>	<b>Another Exercise to Advance the Meeting's Goals</b>	<b>Everyone</b>
<b>IX.</b>	<b>2:30</b>	<b>Addressing Our Goals and Priorities as a Team</b>	<b>Everyone</b>
		<p>At a budget and work program retreat this summer, we'll discuss the goals and priorities and how they affect the City's work plan for 2015-16. Today we want to assess our collective strengths, and if there are any gaps in our skillset, discuss how to fill them as we advance the goals and priorities.</p> <ul style="list-style-type: none"> <li>▪ <i>What are our collective strengths in addressing the goals? Who among us could play a key role in leading the effort to accomplish each one?</i></li> <li>▪ <i>Do we as a team have any gaps in our backgrounds and experiences? If so, whom might we consult as we move ahead?</i></li> <li>▪ <i>How should we apply today's work to our work in the community? To serving on regional bodies?</i></li> </ul>	
<b>X.</b>	<b>3:15</b>	<b>Wrap-up: Final Thoughts</b>	<b>Everyone</b>
		<ul style="list-style-type: none"> <li>▪ <i>What are we taking away from today's meeting?</i></li> <li>▪ <i>What are the next steps to build on today's progress?</i></li> </ul>	
	<b>3:30</b>	<b>Adjourn</b>	